

6.8 Library media center (LMC) resources and services are an integral part of the instructional program.

1. The library media staff collaborates with the instructional staff to integrate library media resources into the curriculum.
 - Resources are selected by the library media specialist with input from students and faculty.
 - The library media specialist and teachers jointly plan and deliver instruction to integrate information literacy skills into the curriculum, as outlined either in a library skills guide or in other appropriate curriculum guides.
 - The library media specialist assists all student populations and staff with individual and class projects.
 - Each LMC is readily available and accessible to all students and staff throughout the school day, before and after school, and throughout the school year. A flexible LMC schedule is in effect at all levels.
 - Each LMC uses educational/informational technology to provide users access to internal and external resources (e.g., community resources, the Internet, on-line data bases, computer networks).
2. The LMC policy and procedures handbook is cooperatively developed and includes:
 - program objectives aligned with the district's CSIP and student performance data
 - evaluative criteria for the LMC program
 - board-adopted policies for confidentiality, copyrights, selection, reconsideration, an acceptable use policy for accessing the Internet, and an intellectual access policy for all LMC resources which have been reviewed within the last five years
3. Each LMC annually reviews its resource collection using the following guidelines:
 - All materials are cataloged, classified, and processed.
 - An electronic catalog and circulation system is in place.
 - Collection-analysis evaluation techniques, including culturally-diverse/equity criteria and criteria directly related to identified instructional needs, are used to identify specific strengths and weaknesses of the resource collection and to guide new purchases.
 - The criteria outlined in the state's library media standards publication are used to evaluate the collection and complete the Core Data reports on LMC resources.
4. The district addresses needs related to the LMC facilities, the resource collection, staffing, and research and information-skills instruction in its CSIP.